NJIIS

(New Jersey Immunization Information System)

COVID-19 REMINDER RECALL

Help Guide

Version 1.0

Table of Contents

Reminder/ Recall: Overview

Reminder/Recall is an ability to notify an Individual (patient) or Responsible Party (Parents/Guardian) that the individual is due now or coming due (Reminder) or is overdue (Recall) for one or more immunizations.

By using NJIIS, your facility can generate reports that show a list of patients who are due or overdue for scheduled vaccines to assist with facility outreach or call back campaigns. NJIIS generates this information by creating customized mailing labels and letters including the phone number of patients or responsible parties. Reminder/Recall functionality can be utilized for any age group of patients. The Reminder letter content is created by your facility with a custom message that is individualized to meet your current outreach objective.
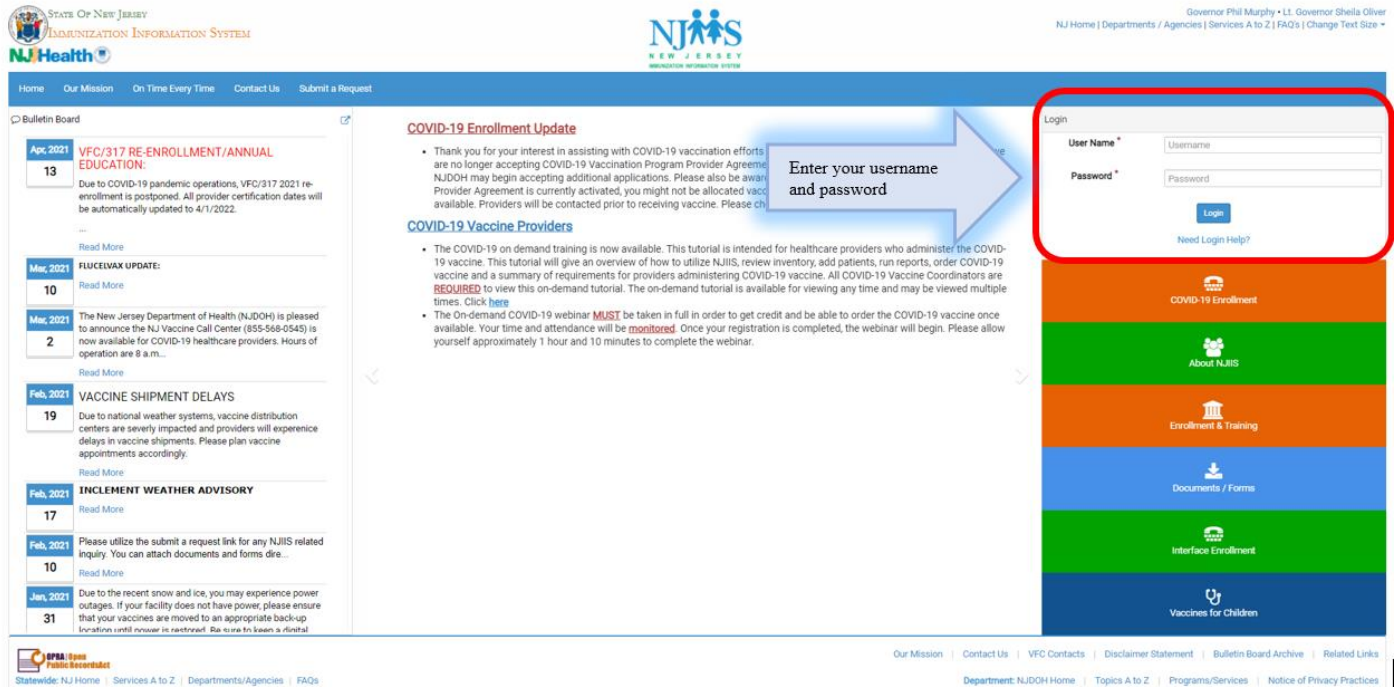
It is recommended that patient reminder recall is run on a regular basis and as needed.

Intended Audience:

This guide is intended for healthcare providers who are currently in Active status and entering doses into NJIIS either manually or via the interface. Any general user attached to a healthcare facility can run these reports.

How to Log into NJIIS:

To log in to NJIIS, open Windows Internet Explorer (version 10.0 and higher) or any other latest browser and visit the NJIIS homepage https://njiis.nj.gov. On the right side of the NJIIS home page enter your username and password.
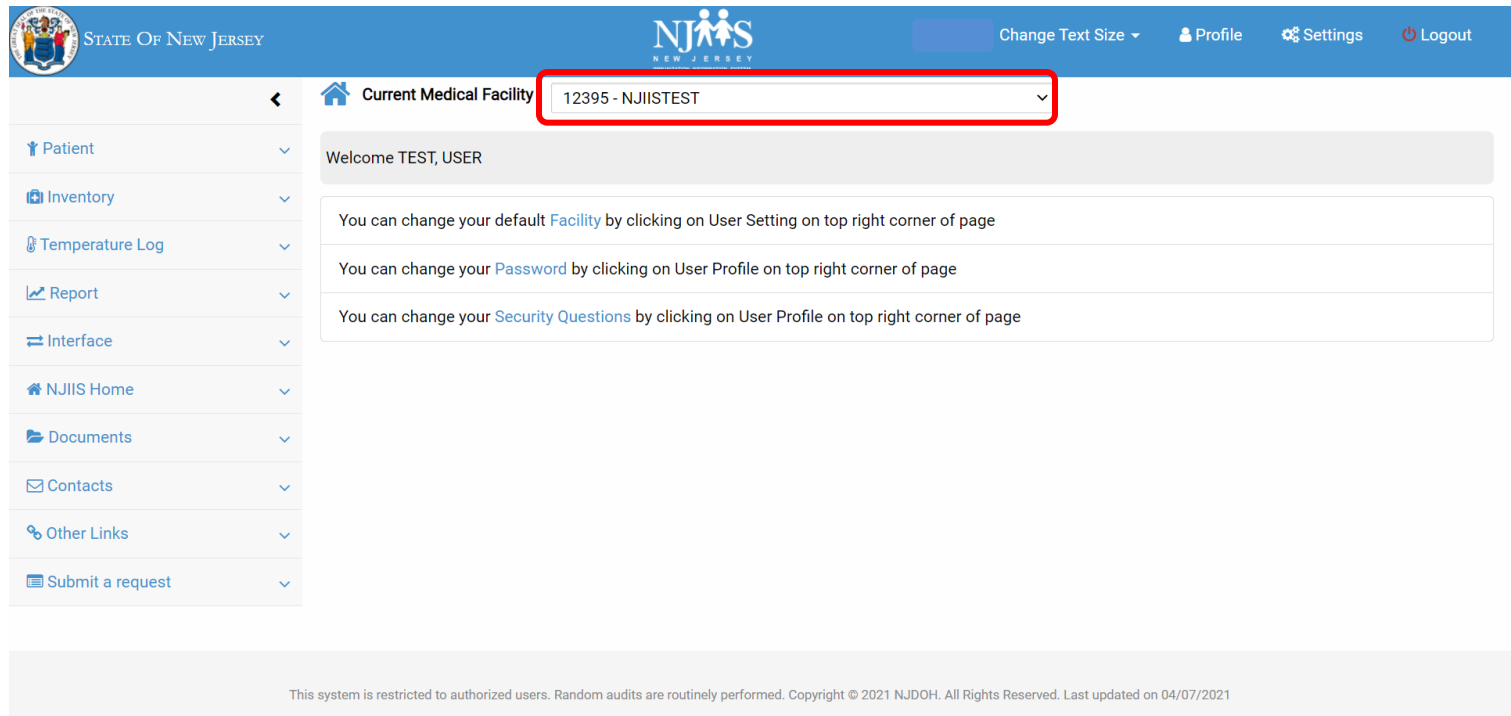
On the Welcome page, verify that the correct NJIIS facility name is displayed in the "Current Medical Facility" section. (<u>Note:</u> If you are assigned to more than one NJIIS facility, select the appropriate NJIIS facility that you wish to view from the drop-downlist.)

Section 1: How to Get Started:

Click on the **Report** option from the left side navigation menu, then click on the **Reminder/RecallReport**. The Reminder Recall page will open.
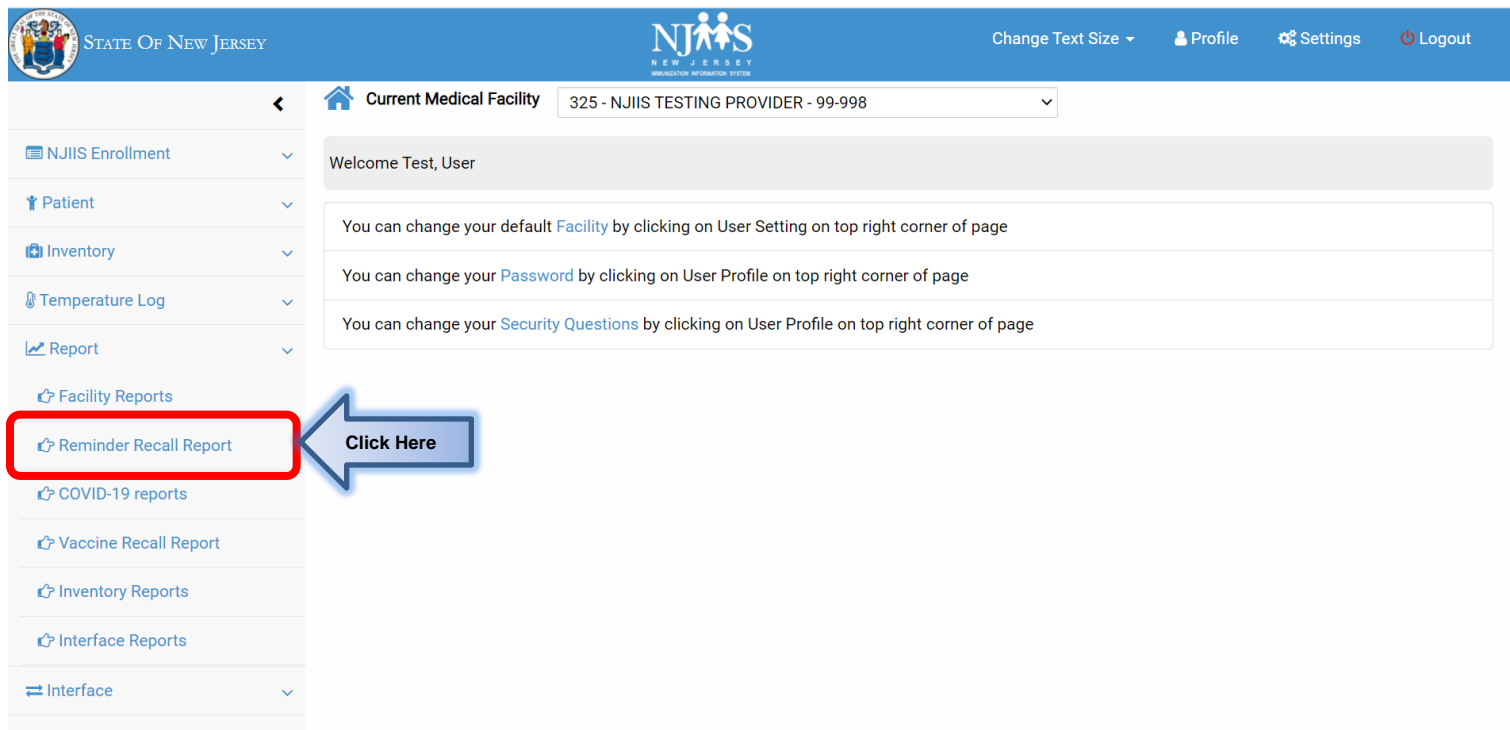
To create a new **Covid-19** Reminder/Recall report click on the **New Covid-19 Reminder-Recall Report** button:
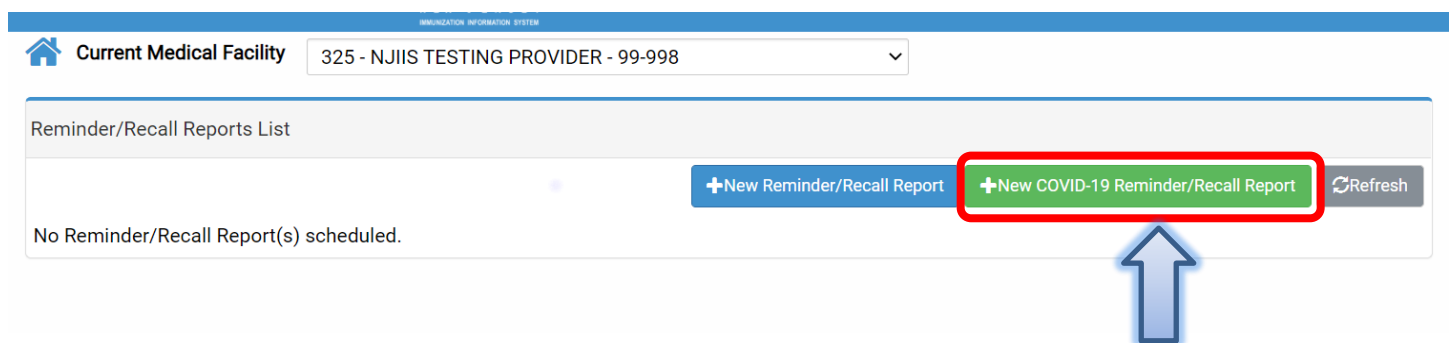
Section 2: How to create a Reminder/Recall Job:

The next step is to select the appropriate Reminder/Recall options so that your search results meet your needs.

❖ **Immunization Reminder:** Identify and notify the person or families whose children are due soon for a second dose of the COVID-19 vaccine filtered by due date (due in the next 29 days, then choose 1 month, due in the next 30-59 days, then choose 2 months or

due in the next 60-89 days, then choose 3 months).

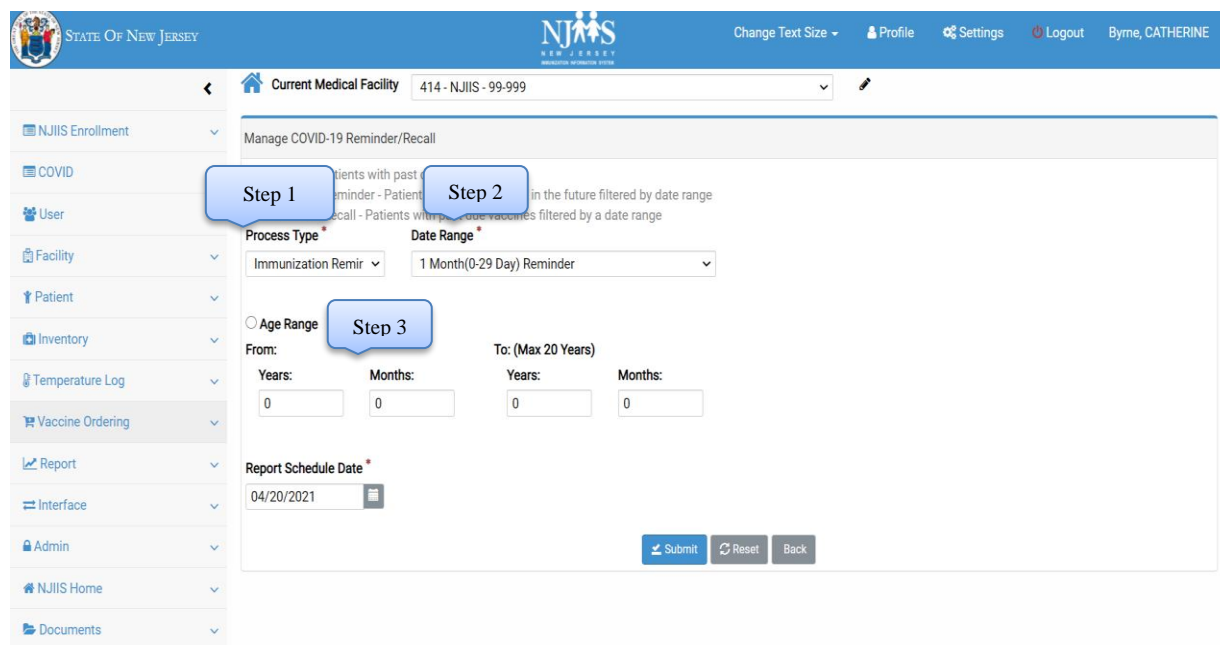- ❖ **Immunization Recall:** Identify and notify the person or families whose children are already behind for the COVID-19 second dose by due date (due in the past 29 days then choose 1 month, due in the past 30-59 days then choose 2 months or due in thepast 60-89 days then choose 3 months).
- ❖ **Due now:** Identify and notify all patients who are currently due or past due for the COVID-19 vaccine.

To Create a Reminder/Recall or Due Now Report:

1. Select the **Process type**. You can select from <u>setting up a Reminder</u>, <u>Due Now</u> or <u>Recall</u> from the drop-down options.
2. Select the "**Date Range**" as required. You can choose a **Reminder** or **Recall** for 1, 2 or 3 months.
3. Enter the age range for the patient. Each reminder/recall job can only be run for a 20-year cohort

4. Report **Schedule Date**: Jobs will not run on demand and must be scheduled for the next **day** that is listed on the calendar icon.

5. Click on **Submit** to initiate the Reminder/Recall Job. Clicking on **Reset** will reset all the fields in the Reminder/Recall Window.
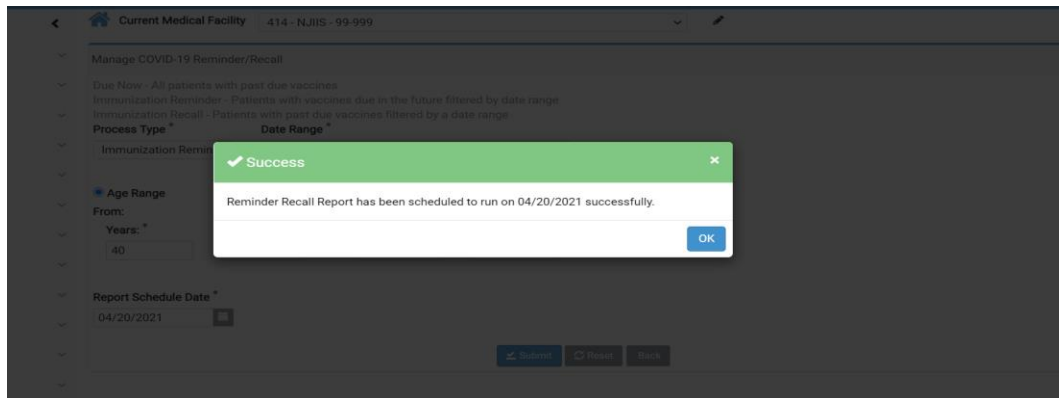
Section 3: Review a Reminder/Recall Report

Once your report is ready you will be notified that your report has been processed on the NJIIS landing page:
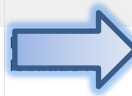
Reminder/Recall report window will show you all past and present jobs (due) created by your facility users.

Click on the **View** to open any processed reports.

From:

		To: (Max 20 Years)	
Years: *	**Months:** *	**Years:** *	**Months:** *
70	0	90	0

Report Schedule Date *

04/16/2021

List of Patient(s)

Filter table contents...

	Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
☐	27029	TEST	APRIL TEST	71 yr(s) 3 month(s)	TEST, APRIL TEST	(999) 999-9999	1 🛈	ACTIVE	N	N
☐	27031	TEST	PATIENT	76 yr(s) 3 month(s)	TEST, PATIENT	(973) 200-9999	1 🛈	ACTIVE	Y	N

Section 4: Create a Follow-Up

To create letters or labels, patients must be marked to follow-up:
- Place a check mark on the header row to include all patients
- Individually choose patients by placing a check mark next to the individual names. Then, click create follow up at the bottom of the page:

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List of Patient(s)

Filter table contents...

	Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
☑										
☑	27029	TEST	APRIL TEST	71 yr(s) 3 month(s)	TEST, APRIL TEST	(999) 999-9999	1 🛈	ACTIVE	N	Y
☑	27031	TEST	PATIENT	76 yr(s) 3 month(s)	TEST, PATIENT	(973) 200-9999	1 🛈	ACTIVE	Y	Y

Showing 1- 2 of 2 record(s) Show 10 record(s)

[⟳ Create FollowUp] [Generate Label] [Generate Letter] [🗎 Export to Excel] [Back]

Once you create the "Follow-Up", the "Follow-Up Flag" will change from **N** to **Y**.

Section 5: Generate Labels and Letters

Once you create a Follow-up, you will able to generate Labels and Letters for individual or group of patients. Select the patients that will be receiving mailing labels and/or letters.

Select generate **Label** for mailing labels or generate **Letter** for customizable letters:

List of Patient(s)

	Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
☑	27029	TEST	APRIL TEST	71 yr(s) 3 month(s)	TEST, APRIL TEST	(999) 999-9999	1 ⓘ	ACTIVE	N	Y
☑	27031	TEST	PATIENT	76 yr(s) 3 month(s)	TEST, PATIENT	(973) 200-9999	1 ⓘ	ACTIVE	Y	Y

Showing 1- 2 of 2 record(s)   Show 10 record(s)

⟳ Create FollowUp   Generate Label   Generate Letter   🅧 Export to Excel   Back

For customizable letters, once you click the generate **Letter** button this box will allow you to enter the subject of the letter into the display box and click on the "**Generate Letter**" button. You will get a prompt to download a PDF copy of the letter.

Generate Immunization Reminder/Recall Letter ✕

Content for the Letter (max 300 characters)

⬇ Generate Letter   ⟳ Reset   ✖ Cancel

Section 6: Generate A Report for Outreach Campaigns:

The Excel spreadsheet will include patient address, phone number and vaccine information. Select the patient which you want to include in the report. To create a report, click on Export to Excel at the bottom of the report.

List of Patient(s)

Filter table contents...

☑	Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
☑	27029	TEST	APRIL TEST	71 yr(s) 3 month(s)	TEST, APRIL TEST	(999) 999-9999	1 ⓘ	ACTIVE	N	Y
☑	27031	TEST	PATIENT	76 yr(s) 3 month(s)	TEST, PATIENT	(973) 200-9999	1 ⓘ	ACTIVE	Y	Y

Showing 1- 2 of 2 record(s)   Show [10 ▼] record(s)

[↻ Create FollowUp]   [Generate Label]   [Generate Letter]   [🅧 **Export to Excel**]

Use the created spreadsheet with patient names, contact information and vaccine information for phone or other outreach campaigns.

For additional assistance please click the <u>submit a request</u> button on the NJIIS homepage.